

**Illinois Head Start Association**  
**Training and Technical Assistance Services**

**Organizational Capacity**

For more than thirty-five years, the Illinois Head Start Association (IHSA) has been the provider of comprehensive Head Start/Early Head Start technical assistance and professional development training. IHSA provides valuable resources, educational opportunities, and assistance to caregivers, teachers, managers, administrators, and parents. Increasing the capacity of our member agencies and the staff who provide services is a fundamental objective of the Illinois Head Start Association. From our Annual Conference, including the Parent Leadership Institute, to our regional Quality Enrichment Circles, Online CLASS Learning Community, Management Leadership Retreat, Directors Institute, Onsite Reach & Teach, we host well over one thousand individuals in a typical year. Each professional development event offers unique training programs to increase quality.

IHSA is the membership organization for Head Start/Early Head Start programs in Illinois and provides extensive training opportunities and leadership development activities for our members and others, and we include in our work, advocacy for Head Start and Early Head Start children and families. Our mission and purpose is to provide quality training and professional development for Head Start/Early Head Start staff and leaders in Illinois. Specifically, we provide targeted training in key locations across the state, onsite training, communities of practice, research to practice annual institute and our annual conference. We jointly work with the regionally based OHS T/TA system and National Training centers. IHSA currently offers an array of services including, but not limited to:

1. Regionally based communities of practice called Quality Enrichment Circles. We offer communities of practice in the following content areas:

- Education and Disability QEC
- Health/Nutrition and Mental Health QEC
- Family and Community Engagement QEC
- Transportation and Facilities

These day long events are held quarterly in four regions of the state (Mt. Vernon, Springfield, DeKalb and Chicago)

2. Onsite Reach and Teach: onsite training and/or technical assistance provided to individual programs based on the targeted need identified by the Grantee. Our Pool of Consultants with an extensive background in Head Start and Early Head Start support the Onsite Reach and Teach program.

3. DriveIN Institutes - these day long training opportunities are designed to meet current needs and are held at our training facility in Springfield.

4. Quarterly Director Meetings

5. Annual Research Institute

6. Management/Leadership Retreat

7. Annual Conference

8. New Director Caucus/Mentorship

*All of these services will support new Early Head Start Grantee's.*

## **Description of Support Available**

### **Early Head Start/Head Start 101: (Provided during start up)**

As part of our commitment to new Grantee's the IHSA will offer all new Grantee's an opportunity for onsite training that will introduce them to the Early Head Start regulations and Performance Standards. This half day training will be provided onsite for new Grantee's at no charge. The massive amount of Head Start/Early Head Start specific information needed to provide effective leadership may be overwhelming. This training will ease you into the difficult world of figuring out how to manage your new Early Head Start grant. The delivery can include your leadership team and/or all staff. Included:

- A global view of Early Head Start within the context of the larger early childhood community;
- A comprehensive review of the Head Start Performance Standards and regulations
- Creative and successful strategies used by model Early Head Start programs across the country
- Available Early Head Start Resources and the Early Childhood Learning and Knowledge Center

**Geographic Area:** Statewide/Onsite Training

**Cost:** No Charge

**Contact** Lauri Morrison-Frichtl, IHSA Executive Director, (217) 241-3511 or email

**[lfrichtl@ilheadstart.org](mailto:lfrichtl@ilheadstart.org)**

### **Onsite Reach & Teach (Provided during start up and ongoing)**

For over eight years the IHSA has been offering IHSA Members an opportunity for onsite training and technical assistance. Our knowledgeable and experienced pool of consultants are selected to work with Grantees based on knowledge of content area, experience and skill level. Our in-depth knowledge and experience with Early Head Start makes the Association a place to ensure you get what you need. IHSA provides Onsite Reach & Teach in the following areas:

1. **Managing the Human Resource aspect of Early Head Start.** This includes staffing, qualifications, career development, professional development, work with local colleges and universities, individual professional development plans, needs assessment, self assessment, background checks, T/TA plans, reflective supervision, etc.
2. **Managing the Education Service Area of Early Head Start.** This includes curricula, continuity of care, physical environment, outcomes, data, screening, assessment, outcomes framework, parent engagement, etc.
3. **Fiscal Management.** Fiscal Reporting Requirements; fiscal policies, non federal share, cost allocation, Head Start Enterprise System, audit requirements, etc.
4. **Program Governance** - Policy Council and Governing Board. Policy Council, Board requirements, Board and Policy Council responsibilities, regulations governing board and policy council, implementation, etc.
5. **Managing Services for infants/toddlers with disabilities.** Inclusion, MOU's with Early Intervention, IFSP, transition, meeting the 10% mandate, etc.
6. **Managing the Family and Community Engagement Service Area.** Eligibility, Recruitment, Selection, Attendance, family goal setting, providing family services, Parent

Family and Community Engagement Framework, community resources, parent engagement, etc.

7. **Managing Health, Nutrition and Mental Health Services.** ESPDT requirements, developing a comprehensive health system, monitoring health, nutrition, family style meal service, menu's, mental health requirements, etc.
8. **Building and Enhancing Systems/Processes/Procedures/Monitoring.** Management plans, ongoing monitoring, self assessment, community needs assessment, MOU's, overall management software, etc.

Many More Topics As Needed/Requested

**Geographic Scope**- Statewide/Onsite

**Approximate Cost**

IHSA Members: \$800.00 (up to four hours of training or technical assistance); \$1500.00 (up to eight hours of training or technical assistance); Includes: all preparation, handouts, travel and onsite expenses of the consultant)

IHSA Non-Members: \$1400.00 (up to four hours of training or technical assistance); \$2100.00 (up to eight hours of training or technical assistance)

Contact Michelle Iocaa, IHSA Membership Services, 217-241-3511, [miocca@ilheadstart.org](mailto:miocca@ilheadstart.org)

### **Start Up Planners**

These identified consultants provide direct, ongoing support until you are fully functional and up and running. Your Start Up Planner/Consultant will assist with developing processes, procedures, monitoring, staffing, professional development, human resources, implementing Head Start Performance Standards, curricula, assessments, governance, policy council, etc. They stay with you and have the ongoing relationship with your organization so to better understand your needs and ability to move from conception to fully operational. Your Start Up Planner will be someone that's a "good fit" for you and your organization. A great investment if you are new to the Head Start world.

**Geographic Scope:** Statewide/Onsite

**Approximate Cost:** 1 onsite visit/month and ongoing off site support during the first 12 months; approximate cost is \$18,000.00.33

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[lfrichtl@ilheadstart.org](mailto:lfrichtl@ilheadstart.org)

### **Quality Enrichment Circles (QEC's)**

New EHS Grantee Staff will find our Quality Enrichment Circles an excellent place to get the real answers from peers who have similar job roles and responsibilities. QEC members have a common interest with the goal of gaining knowledge related to their work. Through the process of sharing information and experiences with the group each member learns from each other, and have an opportunity to develop themselves personally and professionally. We (Illinois Head Start Association, Head Start State Collaboration Office and STG) offer these day long Quality Enrichment Circles quarterly in the Southern Region (Mt. Vernon), Central (Springfield), Northern (DeKalb) and Chicago. All QEC groups are connected to a "google group" so they can continue to share between meetings.

Here's what makes each Quality Enrichment Circle unique.

- Content is defined by individual learners. Each QEC is a forum, created by the individuals in the group, to meaningfully engage in.
- Provides opportunities for deeper understanding and integration of learning and more interaction with one another.
- Provides a comfortable environment for each member, one where each participant can share their successes and challenges.
- Builds a sense of group identity, cohesiveness, and uniqueness, to encourage continuity and the integration of professional development and counteracts the isolation that participants feel.

Promotes:

- Continuous learning – learning is a shared event
- Knowledge generation and sharing – allowing and encouraging participants to think in new and creative ways
- Systems thinking capacity
- Ideas and information encouraged by all
- An authentic and relevant context for learning

Content Area Experts:

Each Quality Enrichment Circle will be facilitated by a Content Area Expert, a respected peer who has the on the ground experience, extensive knowledge and skill in their content area.

QEC Areas Include:

Education and Disability QEC

Health/Nutrition and Mental Health QEC

Family and Community Engagement QEC

Transportation and Facilities

**Geographic Scope** - Regional

**Approximate Cost**

IHSA Members: \$325.00 IHSA Non-Members: \$425.00

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**New Director Mentorship/Caucus**

Join other new directors for the New Director Caucus meetings. These meetings proceed the quarterly Director Meetings. This is dedicated time for new Directors to come together and dialog with each other. Great opportunity to share what's working well, challenges and learn new ideas for building exemplary programs. Lots of great peer to peer dialog. In addition, a director google group supports new directors so they can continue to share between meetings. IHSA also offers new Directors an opportunity to be paired with a seasoned Illinois Director who provides the needed support and ongoing technical assistance. The relationship between the new Director and seasoned Director builds competencies, knowledge and skills. Thus, enhancing program excellence.

**Geographic Scope** - Springfield

**Approximate Cost**

No charge for IHSA Members

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